



OPEN POSITIONS

Electronic Health Record Coordinator—(IT Position) Full Time

Kalamazoo Community Mental Health & Substance Abuse Services is seeking an individual who has experience working with individuals of diverse racial, ethnic, and cultural backgrounds to work full time as a Electronic Health Record Coordinator within the Information Technology Services department. Streamline is KCMHSAS's Behavioral Health Information System and comprises the Electronic Medical Record (EMR), provider management, and claims/payments functions of the organization. This position will be the first point of contact for all Streamline customers and will be responsible for troubleshooting/triaging issues as they arise. The successful candidate will have strong SQL skills with strong interpersonal communication skills. Minimum starting salary for this position is \$43,248.

A Bachelor's Degree in Human Services, Social Work, Business Administration, or related field is required. Applicants with an Associate's Degree and 3 to 5 years experience working in a clinical, business management, or IT capacity will also be considered. The successful candidate will have previous experience using an electronic medical record system, strong computer skills, and an understanding of the public mental health system. This position offers the opportunity to learn new and varied computer skills.

We offer competitive compensation and fringe benefits, including medical, vision and dental insurance; disability and workers compensation insurance; paid holidays, paid time off plan, continuing education, retirement plan and Deferred Compensation Plan.

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed. Please apply via our website www.kazoocmh.org/careers